

| BRA EMPLOYMENT OPPORTUNITY | | PLEASE POST!! |
|--|--------------------------------|----------------|
| TITLE: RESEARCH ASSISTANT (2 Positions) | JOB VACANCY POSTING NO. | 47-01 |
| | POSTING DATE: | 6/22/01 |
| EMPLOYMENT STATUS: BRA Development Program Employee (see definition on reverse) | EXTERNAL DATE: | 7/6/01 |
| DEPT/DIV: PDR | POSITION FILLED: | _____ |
| | DATE: | _____ |
| | NAME: | _____ |

SUMMARY: Under the direction of the Research Manager, Policy Manager, or the Director of Policy Development and Research, collect and analyze economic and demographic data and prepare written reports, prepare data-bases, and respond to requests for information from the public and staff members.

Conduct economic and demographic research as assigned.

Analyze data; evaluate source, consistency, quality, and integrity of data.

Prepare computer databases using data from a variety of municipal, governmental, public and private sources.

Write analytic reports on the Boston economy using statistical and graphic presentations.

Prepare written reports as assigned.

Conduct library research.

Respond to requests for information from the public and BRA staff.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelor's degree, including training in economics, statistics, urban planning or related field or equivalent relevant experience. Proficiency in desktop computing, including Windows, Word, Excel, spreadsheets, databases and the Internet, is required, as is ability to work independently. Good writing skills and the ability to work well with others are essential. Six months to one year of experience preferred.

GRADE: 16

HIRING RANGE: \$32,986.55-\$39,599.46

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE